

Date: \_\_\_\_\_

**City of Las Vegas**  
**Planning & Development Department**  
**Public Records Request Form**

**Type of Request:**    Routine ☐        Non Routine ☐        Extraordinary ☐    **(check one)**

Requestor Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

**I hereby request the following city of Las Vegas public records be:**

Made available for review and inspection ☐, Copied ☐, or Copied and Certified ☐    **(check one)**

**Record(s) Requested:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand there is a charge for copies of public records. Further, I understand that if the estimated cost of the copies I have requested is \$25.00 or more, I will be required to pay in full prior to reproduction. Materials will be held for 14 days. If materials are not retrieved, they will be shredded. Should I make a second request for the same materials, I will be charged in full for the second reproduction in addition to the original charges imposed. Monies paid are forfeited if materials are never retrieved. If the request represents a large number of copies, I will be notified of the time frame needed for the completion of the request.

**Signature** \_\_\_\_\_

Note: This form is a public record and will be retained for a period of one year from creation.

Information above this line must be included on all Departmental Public Records Request Forms.

**Calculation of charges:**

_____ Copies @ \$1.00 per page (8½x11)	= \$ _____
_____ Copies @ \$2.00 per page (8½x14 or 11x17)	= \$ _____
_____ Copies @ \$10.00 per page (24x36 b/w map)	= \$ _____
_____ Copies @ \$25.00 per page (24x36 color map)	= \$ _____
_____ Certification Fee @ \$2.00 per page	= \$ _____
_____ CD Fee @ \$5.00 per CD	= \$ _____

**If an Extraordinary request:**

Number of staff hours \_\_\_\_\_ x (rate) \$75.00 = \$ \_\_\_\_\_

Type of material \_\_\_\_\_ (cost) \_\_\_\_\_ = \$ \_\_\_\_\_

**Note to Cashier:**

**TOTAL DUE**

**Ext Charge Code:**

Staff Notes & Status \_\_\_\_\_

By: \_\_\_\_\_, City of Las Vegas, Planning & Development Department